

**MINUTES
of the
SECOND MEETING
of the
CAPITOL BUILDINGS PLANNING COMMISSION**

**September 15, 2015
Room 311, State Capitol
Santa Fe**

The second meeting of the 2015 interim of the Capitol Buildings Planning Commission (CBPC) was called to order by Edwynn L. Burckle, secretary of general services, co-chair, on September 15, 2015 at 1:41 p.m. in Room 311 of the State Capitol.

Present

Edwynn L. Burckle, Secretary of General Services, Co-Chair
Rep. Don L. Tripp, Speaker of the House of Representatives, Co-Chair
Tom Clifford, Secretary of Finance and Administration
Rep. Brian Egolf
Tim Eichenberg, State Treasurer
Veronica N. Gonzales, Secretary of Cultural Affairs
Loren Hatch, Designee for Tom Church, Secretary of Transportation
Sen. Stuart Ingle
Craig Johnson, Designee for Aubrey Dunn, Commissioner of Public Lands
Sen. Mary Kay Papen, Senate President Pro Tempore

Absent

Barbara J. Vigil, Chief Justice of the New Mexico Supreme Court

Staff

Raúl E. Burciaga, Director, Legislative Council Service (LCS)
Michelle Jaschke, Researcher, LCS
Alexandria Tapia, Contractor, LCS
Pam Nicosin, Deputy Director, Facilities Management Division (FMD), General Services
Department (GSD)
Andy Aguilar, Facility Planner, Architectural Research Consultants, Inc. (ARC)
John Petronis, Principal, ARC

Guests

The guest list is in the meeting folder.

Handouts

Handouts from the meeting are posted at www.nmlegis.gov.

Tuesday, September 15

Ms. Jaschke called the roll for the commission confirming a quorum.

Approval of the Agenda

On a motion duly made and seconded, the commission voted to approve the agenda for the second meeting of the CBPC.

Approval of Minutes from July 7, 2015

On a motion duly made and seconded, the commission voted to approve the minutes from the July 7, 2015 meeting.

Update of New Mexico Space Standards

Mr. Petronis and Mr. Aguilar provided an update on the development of office space standards for the state. Mr. Petronis presented recommendations for space standards modeled after those adopted by the State of Washington. Mr. Petronis explained that there are two types of standards that may be employed depending on the function of a particular office: (1) the standard space allocation method; and (2) a functional programming allocation method. ARC's recent study makes the following recommendations.

- *Establish maximum square foot allocations for primary office space.* The standard does not entitle employees to specific workstation sizes; rather, it is a method for determining the overall requirements of a group or agency and for determining how that space is allocated. The suggested allocation for primary office space is 215 rentable square feet (RSF), with 185 of that being usable square feet (USF).
- *Provide guidance on the number and type of occupants to accommodate present and future requirements.* This number would be based on the present (or following-year) budgeted full-time-equivalent positions. Growth would be accommodated within the average 15 percent vacancy rate of budgeted personnel in existing leased and owned space. Agencies, such as the New Mexico State Police, would determine space requirements based on how many employees use the space at one time or during a single shift.
- *Continue to encourage "open office" space layout concepts.* The proposed space standards encourage an open office concept for office layouts because of the concept's inherent flexibility, space efficiency and cost-effectiveness and the opportunities such a layout provides to optimize heating, ventilating and air conditioning systems.
- *Encourage private office space only when functionally required.* Private office space needs should be based upon the functional requirements of the occupant.
- *Adopt a consistent method to identify, measure and assign space for both owned and leased space.* The USF, RSF and gross square feet definitions established by the Building Owners and Managers Association are recommended.
- *Provide user-friendly planning forms.* Provide worksheets for the two types of space standards.

- *Provide space allocation guidance.*

On September 1, 2015, ARC representatives met with representatives from the GSD, Department of Transportation, Department of Finance and Administration and Legislative Finance Committee to discuss moving the space standards initiative forward. As a result of the discussions, the consensus was not to pursue statewide implementation of space standards at this point. In response to commission members' questions, Mr. Petronis clarified the following points.

- The GSD can implement these space standards under its current authority – there is no need to establish a new rule at this time.
- Standards can be applied to buildings under GSD jurisdiction.
- Standards will apply to new construction, new leases and major renovations.
- Standards will not apply retroactively to agencies already occupying state space.

Members of the CBPC asked questions and discussed:

- studies relating to employee productivity in open-space environments;
- current USF in state buildings;
- the possible impact on smaller cities around the state; and
- the challenges of applying space standards to historic buildings.

Secretary Burckle stated that the GSD would proceed to implement the recommended space standards in buildings under GSD jurisdiction, essentially piloting a space standards project. It was suggested that the GSD report back to the commission on the results of space standards implementation.

Action Item: Authority to Initiate Request for Proposals (RFP) for Master Planning Contract

Mr. Burciaga updated the commission on the current status of the master planning contract with ARC and informed the commission that the current contract will lapse in January 2016. He requested authorization to initiate a new RFP process for a master planning consultant as soon as possible, noting that funding for a new contract will need to be included in the budget during the upcoming legislative session.

On a motion duly made and seconded, the commission unanimously agreed to establish a subcommittee to review the new RFP and scope of work and to make recommendations to the full commission. Subcommittee membership was established to include: two representatives from the executive branch; two representatives from the legislative branch; and representation from the judicial branch.

Veterans' Services Department (VSD) Cemeteries

Ms. Nicosin presented an overview of the status of future veterans cemeteries in New Mexico. Ms. Nicosin informed the commission that the VSD received a \$6 million grant from the U.S. Department of Veterans Affairs (VA) and is currently in compliance with all of the requirements to receive that grant. Tom Wagner, VSD, described four proposed cemetery locations.

- Fort Stanton — The property is owned by the FMD, and bids have been received for the construction phase with a contractor to be selected shortly. The FMD is waiting for funding authorization from the VA to proceed with an official groundbreaking tentatively scheduled for Veterans Day 2015.
- Gallup — This property is being donated to the state under the care of the FMD. The documentation for acquisition of the property is 90 percent complete and is currently in legal review for exceptions to the title binder. This acquisition requires State Board of Finance approval, anticipated in October.
- Angel Fire — This property is being donated to the state under the care of the FMD. The documentation for acquisition of this land is at five percent completion, with the environmental assessment fully completed. This project is currently behind schedule due to an incomplete survey.
- Carlsbad — This property is in the process of being donated to the state under the care of the FMD. The documentation for acquisition of this land is 20 percent complete, pending an appraisal and survey.

Ms. Nicosin noted that the VSD will be responsible for the administration, operation and maintenance of all state veterans cemeteries. Federal grant money is subject to recall if the state fails to meet inspections requirements during the first five years of operation. The addition of these four cemeteries will supplement the Santa Fe National Cemetery and provide a final resting place for New Mexico veterans closer to their homes. In response to inquiries from commission members, the following points were addressed:

- standards for maintaining status and funding as a veterans cemetery;
- expected number of veteran deaths over the next few years and the need to accommodate future burials;
- burial eligibility for spouses and dependent children; and
- burial options in the proposed cemeteries.

Potential Los Lunas Land Transfer

Ms. Nicosin addressed the commission regarding state land under lease in Los Lunas. There are currently seven leases consisting of approximately 131 acres that are being leased by the state to local governments on a long-term basis in the area. These leases include courthouses, parks and police buildings. Ms. Nicosin outlined the steps necessary to complete a land transfer from the state. The process requires a joint resolution of the legislature.

Laurence P. Guggino, Jr., attorney, Village of Los Lunas, provided the commission with a summary of the current leases and subleases in Los Lunas. According to Mr. Guggino, several of these properties are under long-term leases that will not return to the state inventory for decades. Mr. Guggino clarified that the Village of Los Lunas is seeking a straight land transfer.

Following the presentation, members of the commission asked questions regarding:

- the benefits of a transfer for both parties;
- possible inclusion of a clause regarding revenue-sharing with the state in the event the property is used for generating revenue in the future;
- maintaining relationships with local governments by transferring control of land and relieving the state of liability; and
- the potential for other localities to request land transfers.

Commission members concurred that this subject should be returned to the CBPC as an action item at the next meeting. The CBPC will then vote on endorsement of a letter of support for a joint resolution requesting the land transfer.

Review and Update Concerning Inventory of State Buildings

After discussion, the commission decided to defer this agenda item until the next meeting of the CBPC.

Adjournment

There being no further business before the commission, the second meeting of the CBPC adjourned at 3:18 p.m.